CAMPAIGN SPENDING COMMISSION

Candidate Filing System

CC User - User Guide

Version 1.0

Table of Contents

Introduction

The Campaign Spending Commission's Candidate Filing System allows a Candidate Committee to file reports electronically via the Internet.

In addition, the Candidate Committee Users will have the ability to enter and manage data.

Overview

These instructions are for the Candidate Committee Users with respect to the following:

- Entering names and addresses of contributors and vendors;
- Entering contributions received;
- Entering expenditures made;
- Entering other receipts;
- Entering loans and loan repayments;
- Entering expenditures incurred; and,
- Entering durable assets.

System Requirements

- Internet Access
  - Broadband connection such as DSL or cable recommended.
- Internet Browser
  - Mozilla Firefox 1.5, Internet Explorer 6.0 or higher is recommended.
- Screen Resolution
  - Resolution setting of 1024 x 768 recommended.
- Candidate Committee Filing System account with a valid username and confidential password.

Establishing An Account

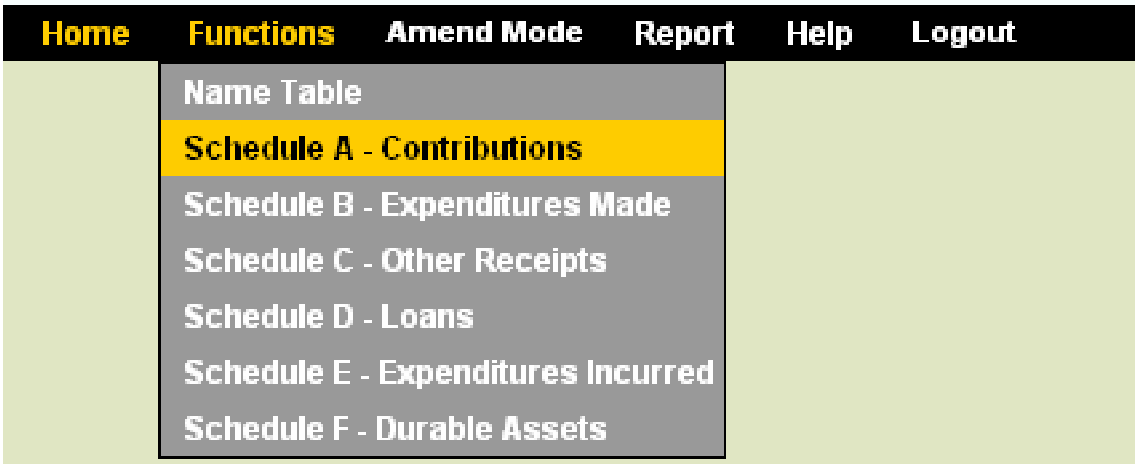
To access the System, you will need a valid username and confidential password. To obtain a username and password, an "Electronic Filing Form" must be filed and signed by the Candidate, Chairperson and Treasurer of the Candidate Committee.

The form is available at our website at www.hawaii.gov/campaign. You can also obtain the form by calling the Commission at (808) 586-0285, visiting the office at 235 S. Beretania Street, Room 300, Honolulu, Hawaii 96813, or sending an e-mail request to tony@csc.state.hi.us.

Once the form is filed, the information is entered into the system and the username and password is sent to the Treasurer's e-mail address that was provided on the "Electronic Filing Form".

Environment

- Menu: The Menu bar provides menus (lists of the commands) to navigate the system



List screen: Organizes information in column and row format

List of Name

Total Records: 6

NAME	NAME TYPE	ADDRESS1
Thai, Jimmy Q.	Individual	1177 Alakea st
Hongo, Don M.	Individual	123 King St.
Uyesugi, Dennis	Individual	123 Ward
Bank of Hawaii	Other Entity	123 Ward st.
Board of Water Supply	Other Entity	1551 N. Beretaria ST. E1512
Electric Company	Other Entity	4444 King St

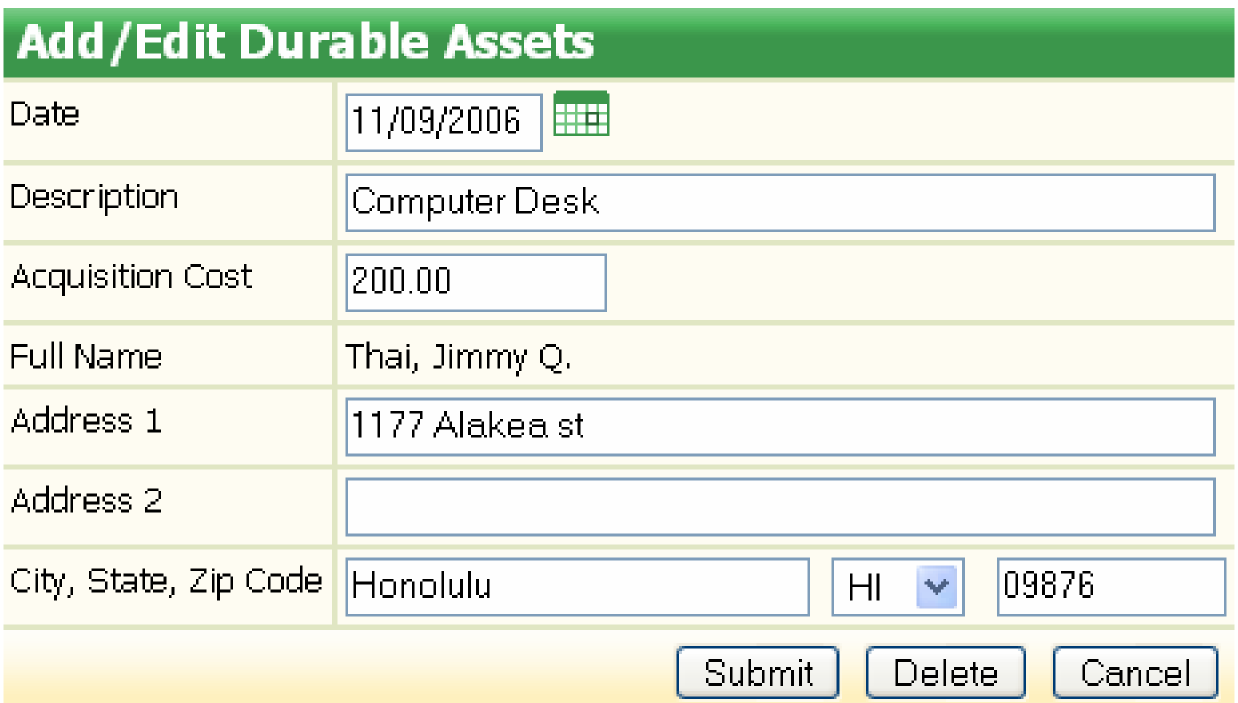
Add New 1 of 1

In this screen, the table entries (records) are in separate rows. For example, the table that stores information about contributors includes records of their names and address. Each contributor's name and address is inputted in its own row.

Columns organize the fields in a record. For example, the table that stores information about contributors has the names of contributors in the same column. By clicking the heading of that column (names), the information in the contribution table can be sorted by contributor name.

Use the button at the bottom of the table to move back and forth through a table. The < and > buttons move to the previous or next record, respectively. The|< and >| buttons move to the first and last records, respectively.

Detail Screen: To add, change or delete information in the record


Add/Edit Durable Assets

Date	11/09/2006
Description	Computer Desk
Acquisition Cost	200.00
Full Name	Thai, Jimmy Q.
Address 1	1177 Alakea st
Address 2	
City, State, Zip Code	Honolulu HI 09876

Submit Delete Cancel

Add or make changes to a field by replacing or editing the information in the text box.

Add (Submit) Button

Click this button to add or submit changes.

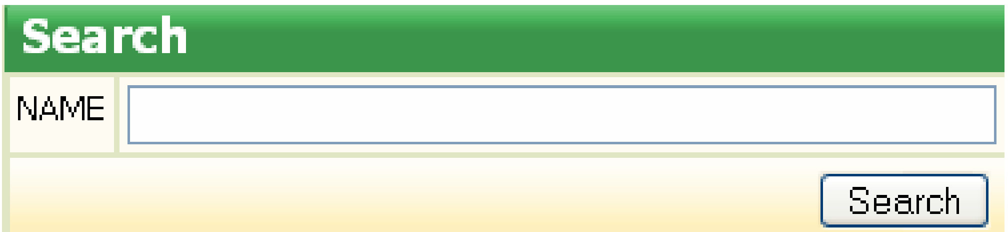
Delete Button

Click this button to delete the record.

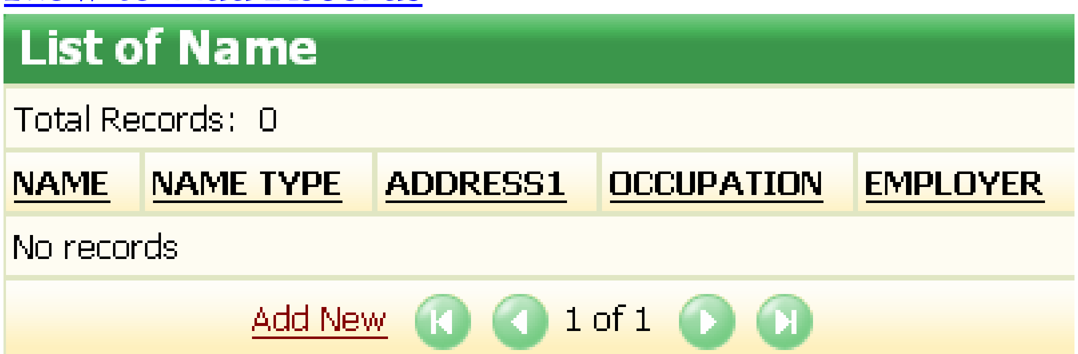
Cancel Button

Click this button to cancel the change just entered.

Search Screen: Screen to search the list screen.



How to Add Records



From the list Screen, click Add New

How to Edit or Delete Records

List of Name

Total Records: 6

NAME	NAME TYPE	ADDRESS1
Thai, Jimmy Q.	Individual	1177 Alakea st
Hongo, Don M.	Individual	123 King St.
Uyesugi, Dennis	Individual	123 Ward
Bank of Hawaii	Other Entity	123 Ward st.
Board of Water Supply	Other Entity	1551 N. Beretaria ST. E1512
Electric Company	Other Entity	4444 King St

Add New 1 of 1

From the list Screen, click the hyperlink field of the record to edit or delete the record. A detail screen will appear. Edit the record by typing in the new text and clicking the Edit button. Click the Delete button to delete the record.

How to Search Records

Search

NAME

Search

In the search text box, type in the text you are looking for and click the Search button. The results will be displayed in the list box below the search screen.

System Access

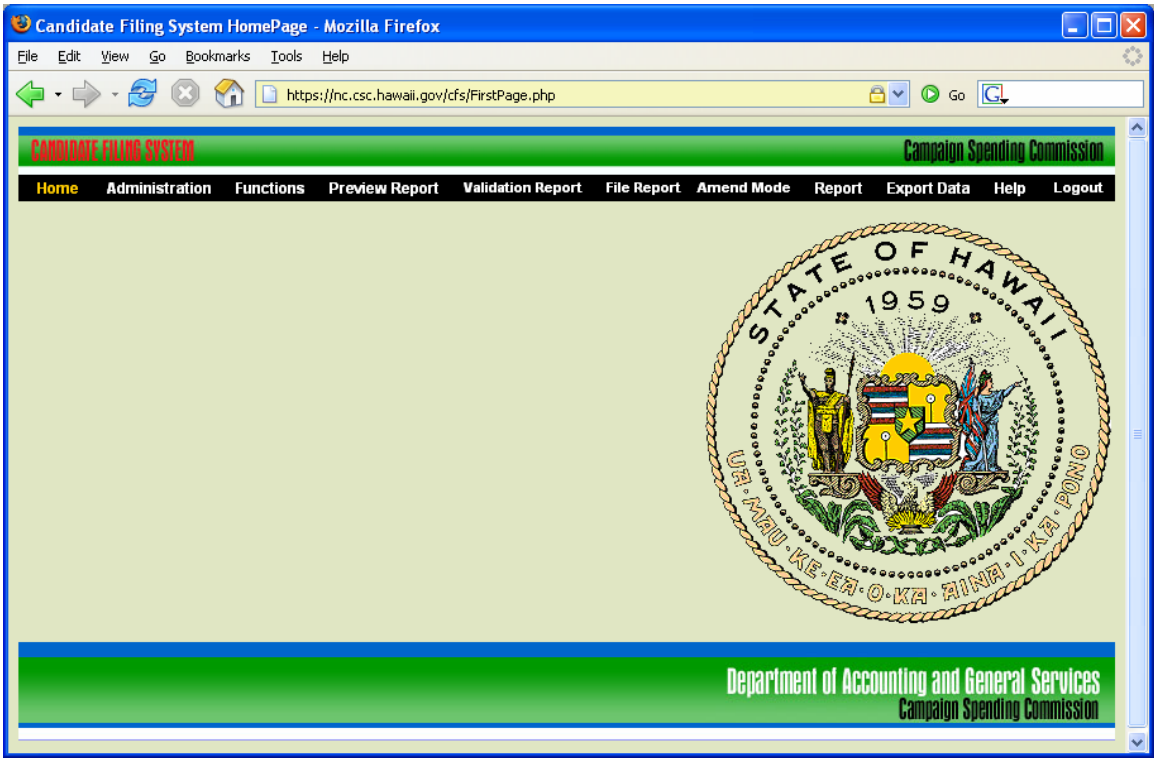
To access the system, you must start an Internet browser session. On the address line, type ***https://nc.csc.hawaii.gov/cfs*** then click ***Go*** or hit enter. The following screen will appear:

Enter your ***Username*** and ***Password*** then click ***Login***. If you need assistance with logging in, click the ***Login Help*** button.

If you are not able to access the system after entering your valid ***Username*** and ***Password***, please contact the Commission at (808) 586-0285.

Home Page

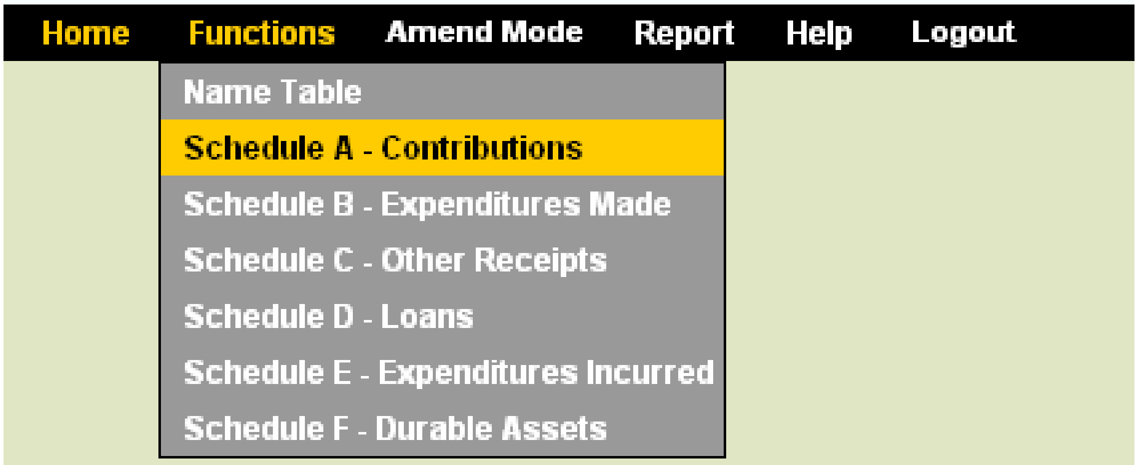
The Candidate Committee's ***Home*** page is illustrated in the following screen:



The Campaign Spending Commission's System Administrator may post messages to you.

System Navigation

Menu options allow you to navigate the system.



At the top of each screen is a menu with the following options:

- Home

  Returns you to the home page.

- Schedules

  A pull-down menu allows information to be inputted into these tables:

  - Name Table
  - Schedule A - Contributions
  - Schedule B - Expenditures Made
  - Schedule C - Other Receipts
  - Schedule D - Loans
  - Schedule E - Expenditures Incurred
  - Schedule F - Durable Assets

Schedules

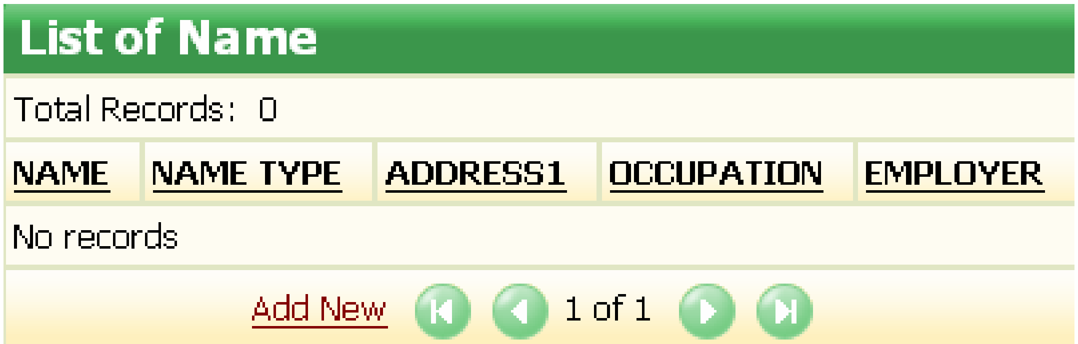
Information may be entered for seven types of transactions.

- Name Table
- Schedule A - Contributions
- Schedule B - Expenditures Made
- Schedule C - Other Receipts
- Schedule D -Loans
- Schedule E - Expenditures Incurred
- Schedule F - Durable Assets

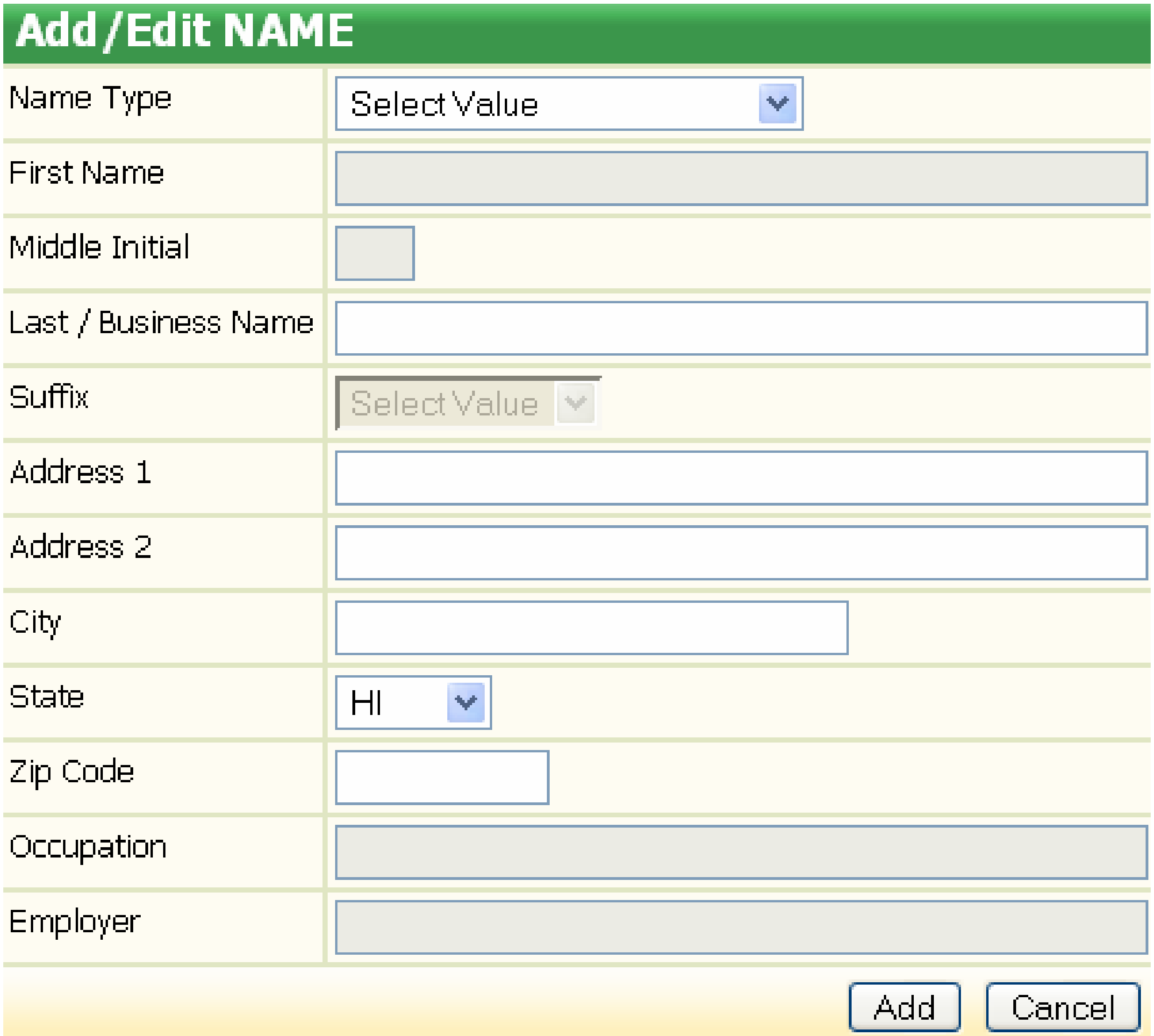
Information must be entered in the Name Table before information can be entered into the Schedules. This is done through the Schedules / Name Table.

Name Table

This screen allows new names to be entered into the system.



Click Add New to add the name of a new contributor or vendor.



In order to enter a new name, information must be entered in the following fields:

1. Name Type (mandatory)

   Expand the pull-down window by clicking on the down arrow and make the appropriate selection.

2. First Name

   Information may be entered only if *Individual, Candidate or Immediate Family* is selected as the Name Type (see item #1).

3. Middle Initial

Information may be entered only if *Individual, Candidate or Immediate Family* is selected as the Name Type (see item #1).

4. Last / Business Name (mandatory)

Enter the last name of the *Individual, Candidate or Immediate Family* (see item # 1); or the name of the business, whichever applies.

5. Suffix

Information may be entered only if *Individual, Candidate or Immediate Family* is selected as the Name Type (see item # 1). Enter the suffix (e.g., Joe M. Johnson ***III***)

6. Address 1 (mandatory)

Enter the mailing address.

7. Address 2

Enter the apartment, suite or room number, if any.

8. City/State/ZIP (mandatory)

Enter the city, state and zip code. Expand the pull-down window by clicking on the down arrow and select the applicable state.

9. Occupation

Information may be entered only if the *Individual, Candidate or Immediate Family* is selected as the Name Type (see item # 1). Occupation information is required if the aggregate contribution is $1,000 or more during the candidate's election period.

10. Employer

Information may be entered only if *Individual, Candidate or Immediate Family* is selected as the Name Type (see item # 1). Employer information is required if the aggregate contribution is $1,000 or more during the candidate's election period.

Schedule A - Contributions Received

Select Schedules / Schedule A - Contributions Received. The following screen will appear.

List of Contributions Received

Total Records: 1

DATE	FULL NAME	NON-RESIDENT	DEPOSIT NO.	AMOUNT	NON-MONETARY	QCC	PERIOD	LOCK
12/04/2006	Smith, James	☐		$25.00	☐	☐		☐

Add New 1 of 1

Click the Add New link to add a new contribution. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

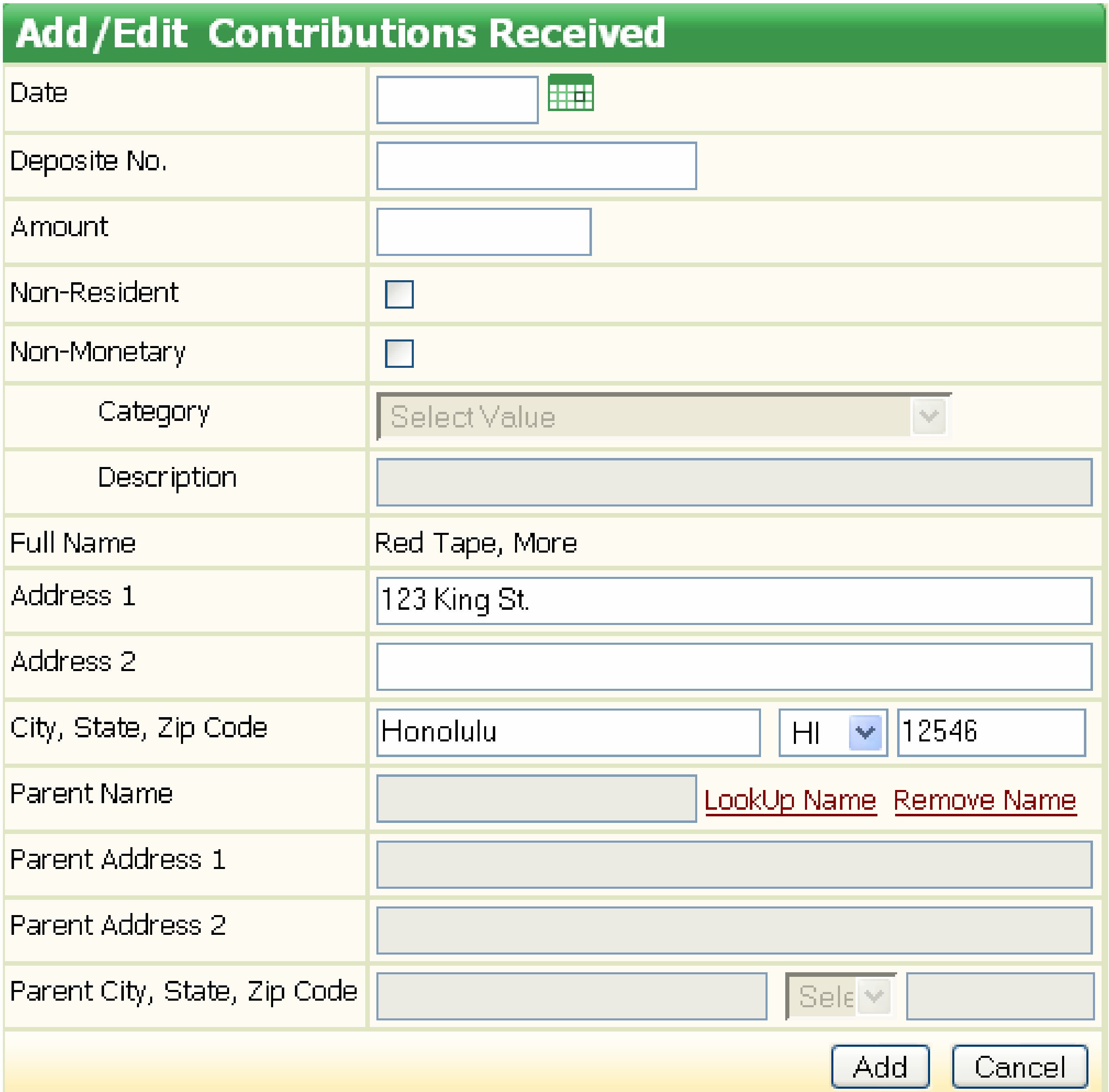
NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Contributions
Red Tape, More	Individual	123 King St.			Add Contributions

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add a new name.
- Click on the Name Link (ex: Smith, James) to edit a name.
- Click Add Contributions to add a new contribution with the contributor's name on the same row.

Click the Add Contributions link and the following screen appears.



The contributor's name information is pre-filled with data drawn from the Name table. Enter the following information:

1. Date

   Enter in mm/dd/yyyy format the date the contribution was received or expand the pull-down calendar and select the date.

2. Deposit Number

   Enter the deposit number from the bank.

3. Contribution Amount

   Enter the contribution amount.

4. Non-Resident

   Click this check box if the contributor is not a Hawaii resident.

5. Non-Monetary

   Click this check box if the contribution is non-monetary. A non-monetary contribution is automatically reported as an expenditure on Schedule B.

6. Non-Monetary Category

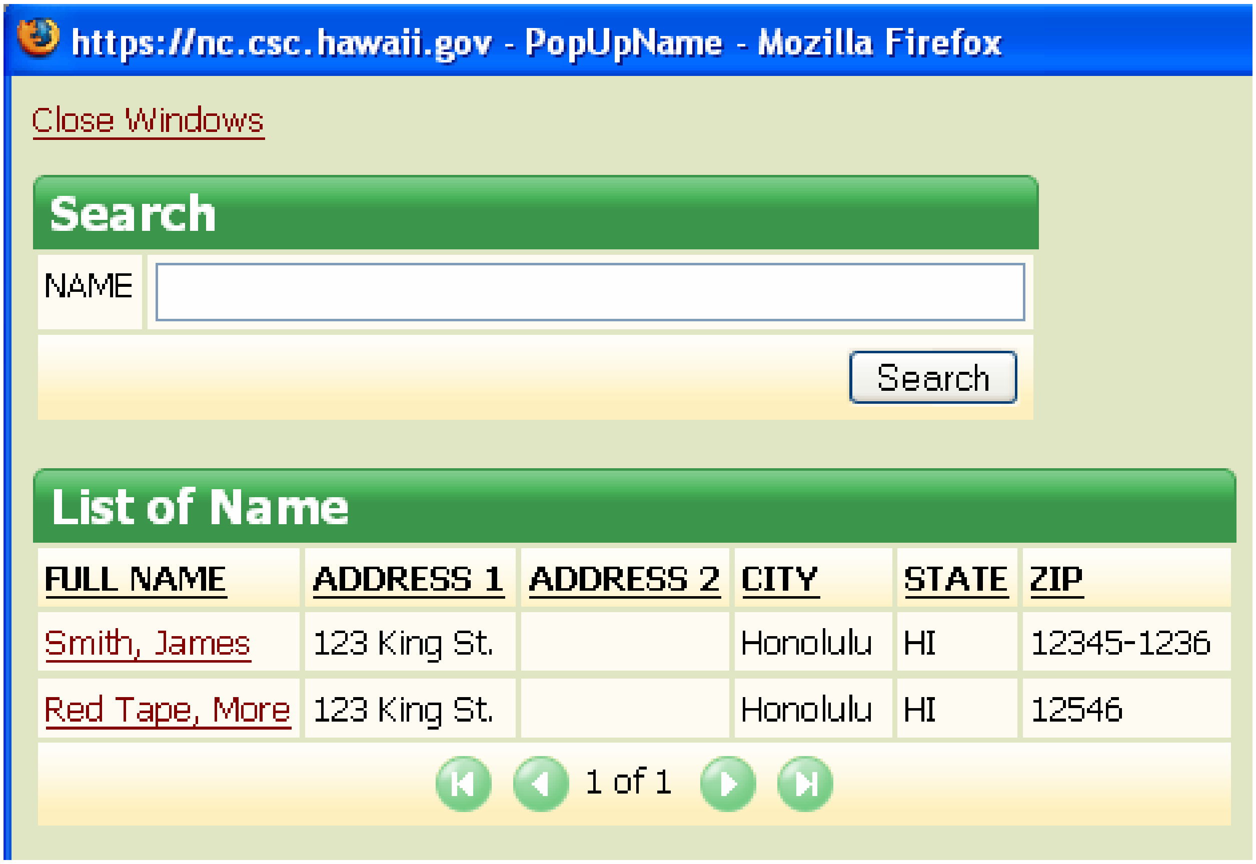
   Information may be entered only if the ***Non-Monetary*** box is checked. Expand the pull-down window by clicking on the down arrow and select the applicable option.

7. Non-Monetary Description

   Information may be entered only if the ***Non-Monetary*** box is checked. Enter a description of the non-monetary contribution.

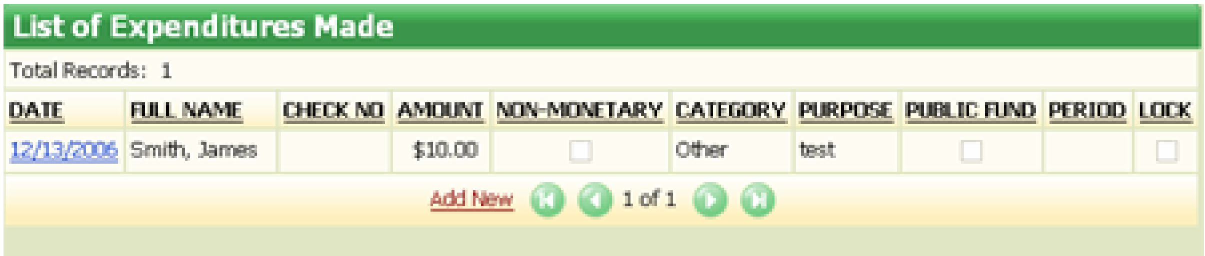
8. LookUp Name

   Click this link if the contributor is a minor. A pop-up window appears with the names of persons who have previously contributed. Select the contributor's parent or guardian by clicking the name link. This will close the window. The system will report the minor's contribution in the name of the minor, but the contribution will be included in the parent or guardian's aggregate contribution limit.


https://nc.csc.hawaii.gov - PopUpName - Mozilla Firefox
Close Windows
Search
NAME
Search
List of Name
FULL NAME
ADDRESS 1
ADDRESS 2
CITY
STATE
ZIP
Smith, James
123 King St.
Honolulu
HI
12345-1236
Red Tape, More
123 King St.
Honolulu
HI
12546
1 of 1

Schedule B - Expenditures Made

Select Schedules / Schedule B - Expenditures Made from the menu. The following screen will appear.



List of Expenditures Made

Total Records: 1

DATE	FULL NAME	CHECK NO	AMOUNT	NON-MONETARY	CATEGORY	PURPOSE	PUBLIC FUND	PERIOD	LOCK
12/13/2006	Smith, James		$10.00	☐	Other	test	☐		☐

Add New 1 of 1

Click the Add New link to add a new expenditure. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

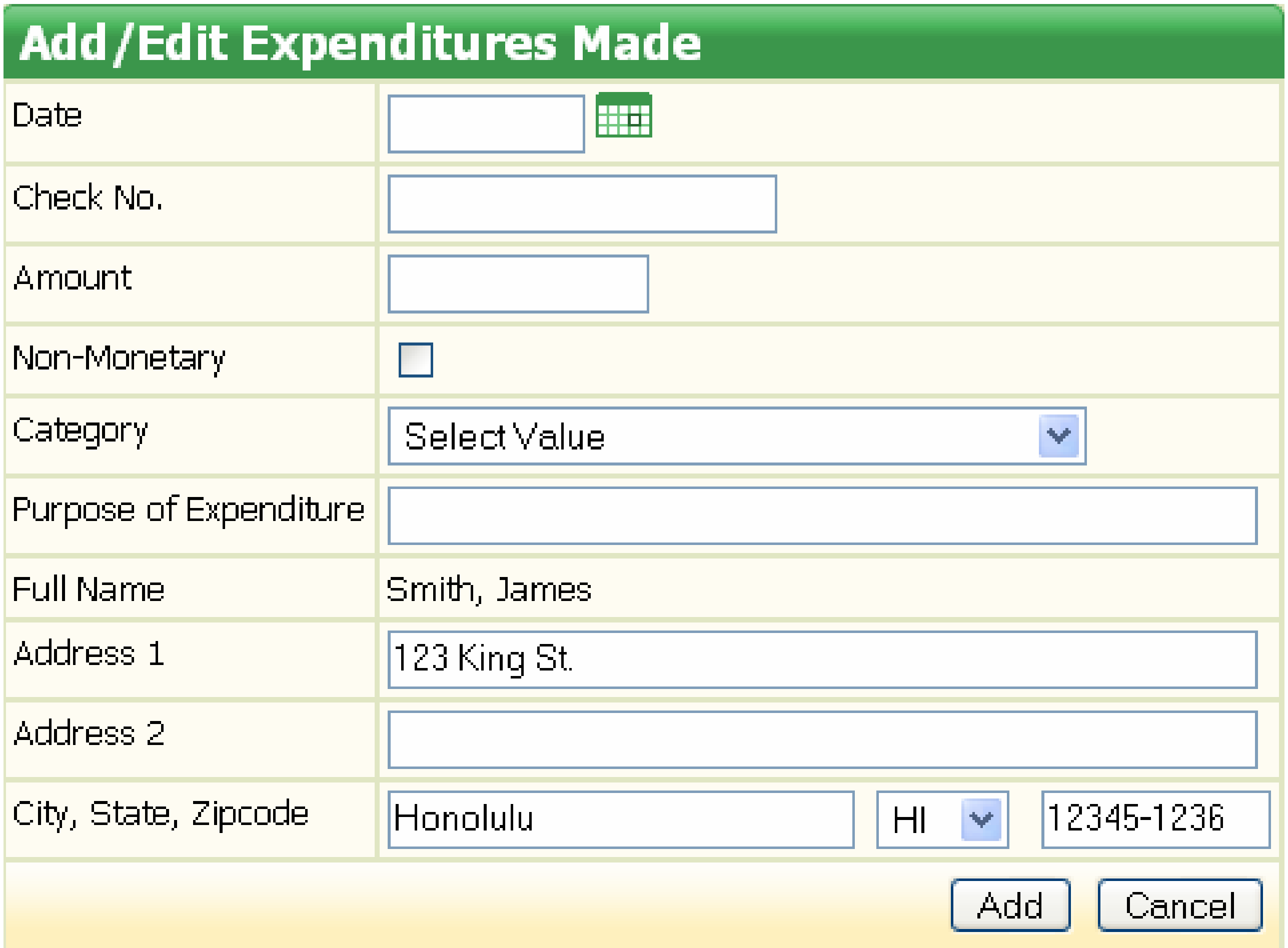
NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Expenditures
Red Tape, More	Individual	123 King St.			Add Expenditures

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add a new name.
- Click on the Name Link (ex: Smith, James) to edit the current name.
- Click Add Expenditures to add a new expenditure with the vendor's name on the same row.

After clicking Add Expenditures, the following screen appears. The name of the vendor is pre-filled with data drawn from the Name table.



Enter the following information:

1. Date

   Enter the date of the expenditure in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Check No.

   If the expenditure is paid by check, enter the check number.

3. Amount

   Enter the expenditure amount.

4. Category

Expand the pull-down window by clicking on the down arrow and select the applicable category.

5. Purpose of Expenditure

Enter the purpose or description of the expenditure.

Schedule C - Other Receipts

Select Schedules / Schedule C - Other Receipts from the menu. The following screen will appear.

List of Other Receipts

Total Records: 1

DATE	FULLNAME	DEPOSIT NO	AMOUNT	CATEGORY	DESCRIPTION	LOCK
12/06/2006	Red Tape, More		$50.00	Refund	test	

Add New 1 of 1

Click the Add New link to add a new other receipt. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

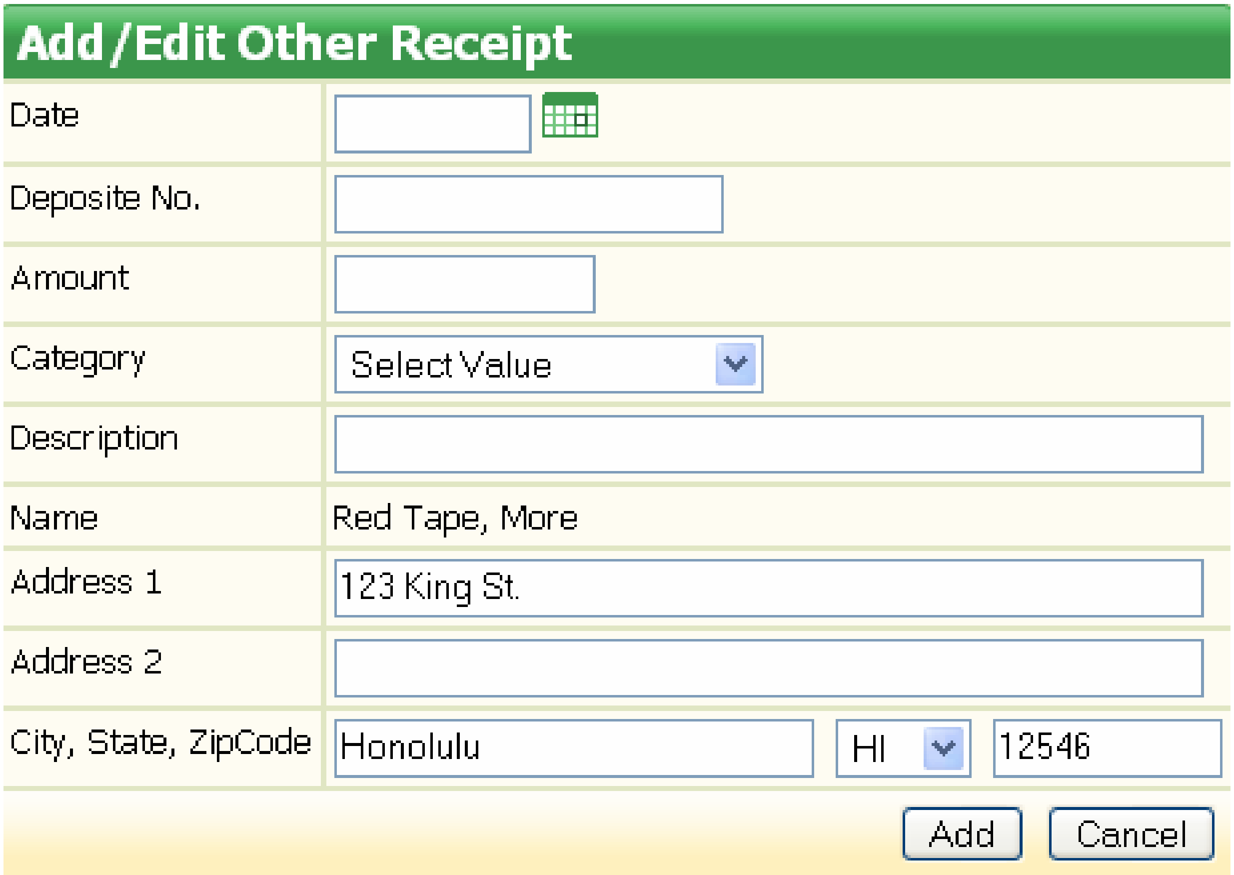
NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Other Receipt
Red Tape, More	Individual	123 King St.			Add Other Receipt

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add a new name.
- Click on the Name Link (ex: Smith, James) to edit the current name.
- Click Add Other Receipt to add a new other receipt with the person's name on the same row.

After clicking Add Other Receipt, the following screen appears. If the person's name was previously entered in the system, the name will be pre-filled with data drawn from the Name table.



Enter the following information:

1. Date

    Enter the date in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Deposit No.

    Enter the deposit number from the bank.

3. Amount

    Enter the other receipt amount.

4. Category

Expand the pull-down window by clicking on the down arrow and select the applicable category.

5. Description

Enter the description of the other receipt.

Schedule D - Loans

Select Schedules / Schedule D - Loans from the menu. The following screen will appear.

List of Loans

Total Records: 1

DATE	FULL NAME	LOAN SOURCE	LOAN AMOUNT	AMOUNT REPAY	PAY OFF	LOCK	LOAN BALANCE	
11/09/2006	Smith, James	OTH	$1,000.00		☐	☐	$1,000.00	Add Payment

Add New 1 of 1

Click the Add New link to add a new loan. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Loans
Red Tape, More	Individual	123 King St.			Add Loans

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add a new name.
- Click on the Name Link (ex: Smith, James) to edit the current name.
- Click Add Loans to add a new loan with the lender's name on the same row.

Click Add Loans and the following screen will appear. If the lender's name was previously entered in the system, the name will be pre-filled with data drawn from the Name table.

Enter the following information:

1. Date

   Enter the date of the other receipt in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Loan Source

   Expand the pull-down window by clicking on the down arrow and select the applicable option.

3. Deposit No.

Enter the deposit number from the bank.

4. Amount

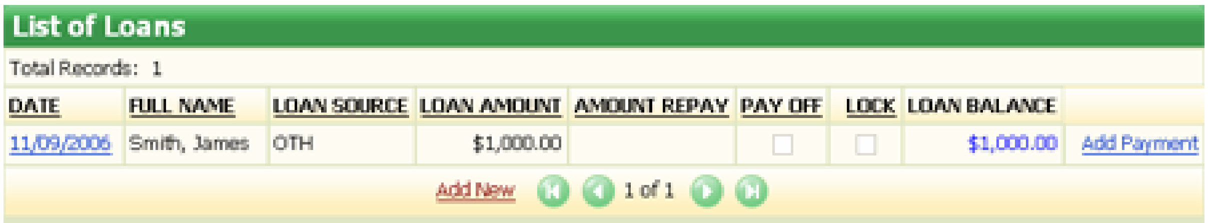
Enter the loan amount.

5. Purpose

Enter the purpose of this loan.

Enter Loan Payment

Select Schedules / Schedule D - Loans from the menu. The following screen will appear.

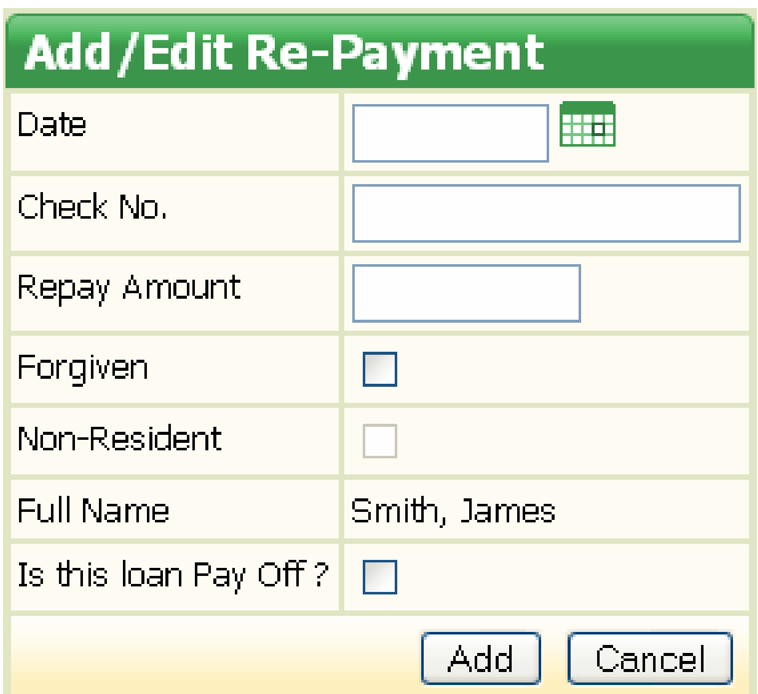

List of Loans

Total Records: 1

DATE	FULL NAME	LOAN SOURCE	LOAN AMOUNT	AMOUNT REPAY	PAY OFF	LOCK	LOAN BALANCE	
11/09/2006	Smith, James	OTH	$1,000.00		☐	☐	$1,000.00	Add Payment

Add New 1 of 1

Click the Add Payment link for the loan that you are making a payment for. The following screen will appear.


Add/Edit Re-Payment

Date	
Check No.	
Repay Amount	
Forgiven	☐
Non-Resident	☐
Full Name	Smith, James
Is this loan Pay Off ?	☐

Add Cancel

Enter the following information:

1. Date

   Enter the date in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Check No.

   If you use checks for the payment, enter the check number.

3. Amount

   Enter the repayment or forgiven amount.

4. Forgiven

   Click the check box if the lender forgives this loan. A forgiven loan is automatically reported as a non-monetary contribution on Schedule A.

5. Non-Resident

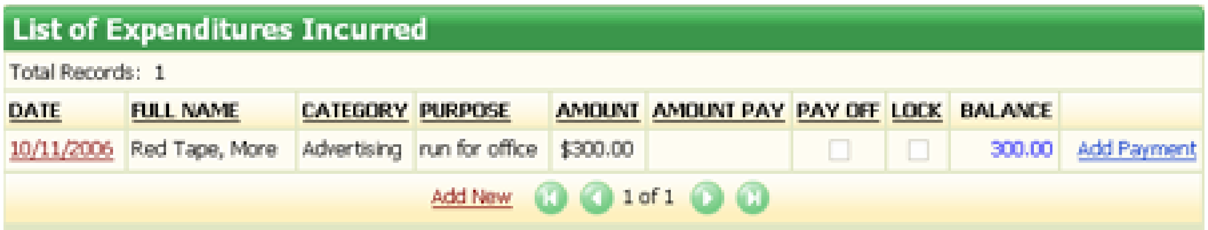
   Information may be entered only if the ***Forgiven*** field is checked. Click the checkbox if the lender is not a Hawaii resident.

6. Loan Payoff?

   Click if the loan is paid off by this transaction.

Schedule E - Expenditures Incurred

Select Schedules / Schedule E - Expenditures Incurred from the menu. The following screen will appear.



List of Expenditures Incurred

Total Records: 1

DATE	FULL NAME	CATEGORY	PURPOSE	AMOUNT	AMOUNT PAY	PAY OFF	LOCK	BALANCE	
10/11/2006	Red Tape, More	Advertising	run for office	$300.00				300.00	Add Payment

Add New 1 of 1

Click the Add New link to add a new transaction. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

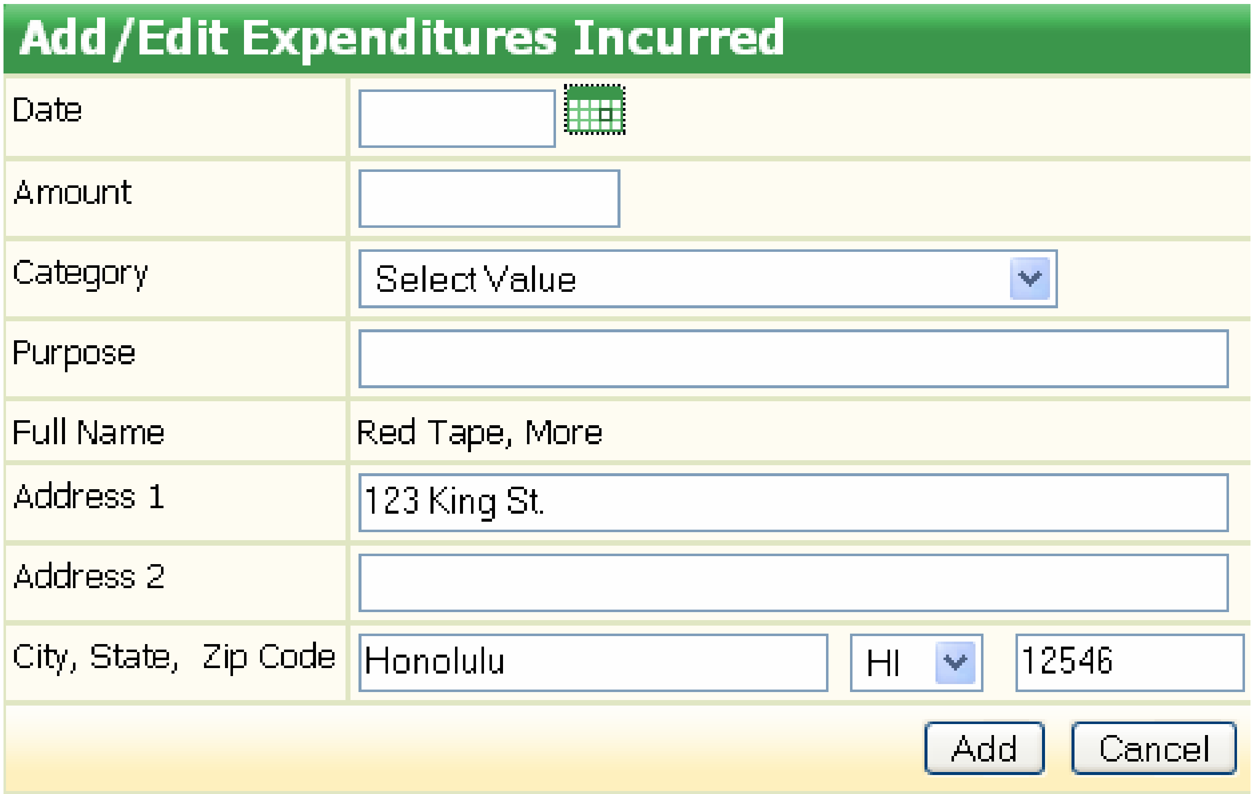
NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Expenditures Incurred
Red Tape, More	Individual	123 King St.			Add Expenditures Incurred

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add new name.
- Click on Name Link (e.g., Smith, James) to edit a current name.
- Click Add Expenditures Incurred to add a new expenditure incurred with the vendor's name on the same row.

Click on Add Expenditures Incurred and the following screen appears. If the vendor's name was previously entered in the system, the name will be pre-filled with data drawn from the Name table.



Enter the following information:

1. Date

   Enter the date of the other receipt in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Amount

   Enter the other loan amount.

3. Category

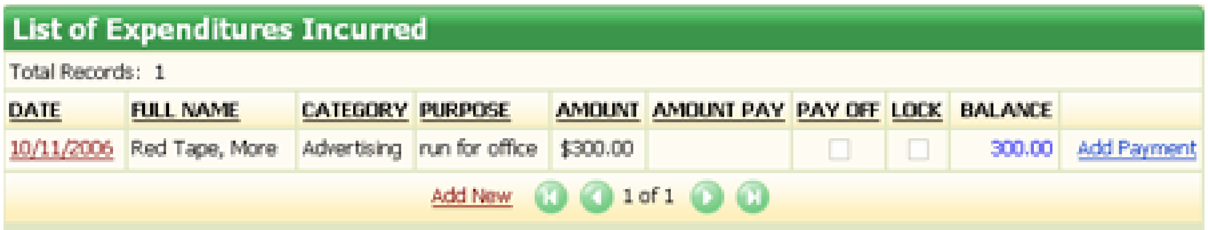
   Expand the pull-down window by clicking on the down arrow and select the applicable option.

4. Purpose

   Enter the Purpose of this transaction.

Enter Payment for Expenditures Incurred

Select Schedules / Schedule E - Expenditures Incurred from the menu. The following screen will appear.

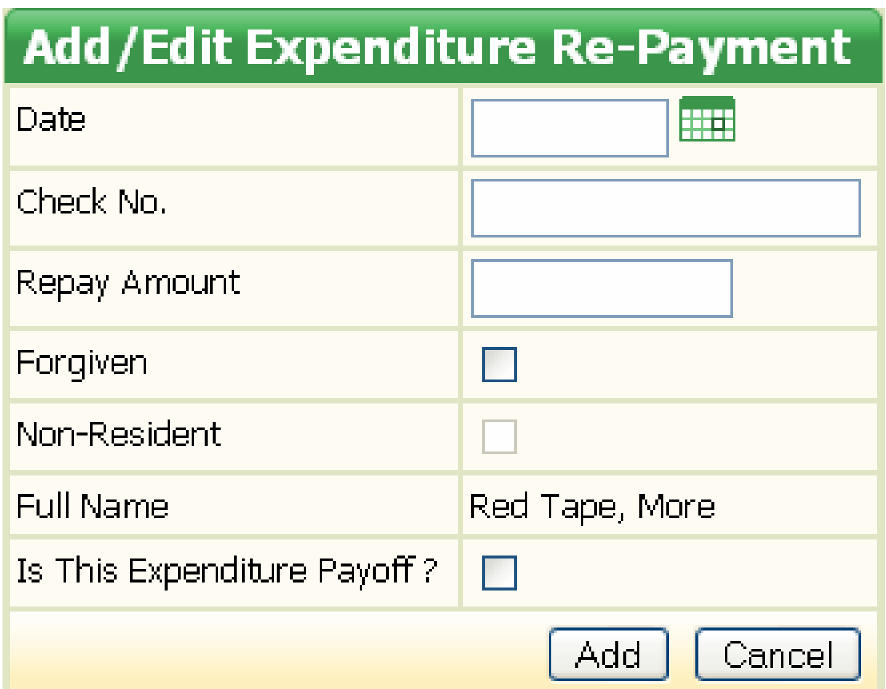

List of Expenditures Incurred

Total Records: 1

DATE	FULL NAME	CATEGORY	PURPOSE	AMOUNT	AMOUNT PAY	PAY OFF	LOCK	BALANCE	
10/11/2006	Red Tape, More	Advertising	run for office	$300.00				300.00	Add Payment

Add New 1 of 1

Click the Add Payment link for the expenditure you want to make payment for. The following screen will appear.


Add/Edit Expenditure Re-Payment

Date	
Check No.	
Repay Amount	
Forgiven	
Non-Resident	
Full Name	Red Tape, More
Is This Expenditure Payoff ?	

Add Cancel

Enter the following information:

1. Date

Enter the date of the other receipt in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Check No.

   If you use checks for the payment, enter the check number.

3. Amount

   Enter the payment or forgiven amount.

4. Forgiven

   Click the check box if the vendor forgives this expenditure. A forgiven expenditure is automatically reported as a non-monetary contribution on Schedule A.

5. Non-Resident

   Information may be entered only if the ***Forgiven*** field is checked. Click the checkbox if the lender is not a Hawaii resident.

6. Expenditure Payoff?

   Click the check box if the expenditure is paid off by this transaction.

Schedule F - Durable Assets

Select Schedules / Schedule F - Durable Assets from the menu. The following screen will appear.

List of Durable Assets

Total Records: 1

DATE	FULL NAME	DESCRIPTION	ACQ COST	DISP METHOD	DISP PRICE	TO WHOM	LOCK	
11/09/2006	Smith, James	Computer Desk	$100.00					Add Disposition

Add New 1 of 1

Click the Add New link to add a new durable asset. The following screen will appear. Click on the date link to edit the record.

List of Name

Total Records: 2

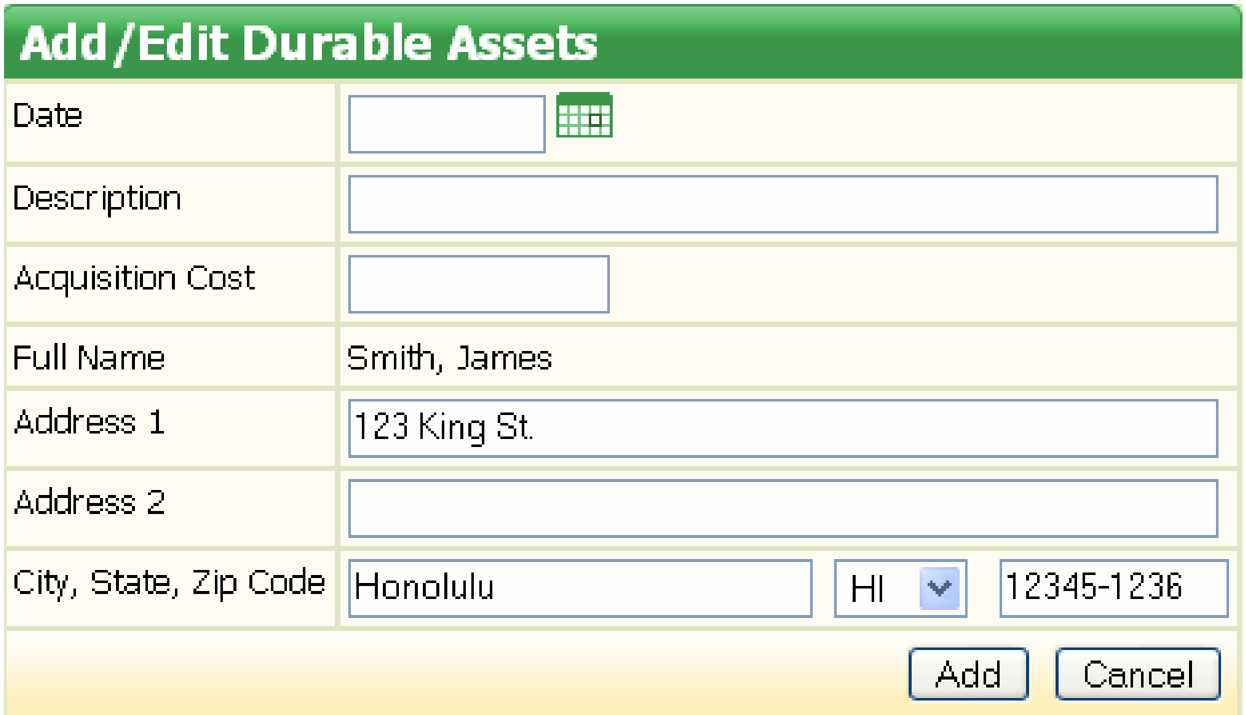
NAME	NAME TYPE	ADDRESS1	OCCUPATION	EMPLOYER	
Smith, James	Individual	123 King St.			Add Durable Assets
Red Tape, More	Individual	123 King St.			Add Durable Assets

Add Name 1 of 1

Three functions can be performed in this screen:

- Click Add Name to add new name.
- Click on the Name Link (ex: Smith, James) to edit a name.
- Click Add Durable Assets to add a new durable asset with the person's name on the same row.

Click the Add Durable Assets link and the following screen appears. If the person's name was previously entered in the system, the name will be pre-filled with data drawn from the Name table.



Enter the following information:

1. Date

   Enter the date of the other receipt in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Description

   Enter the description of the asset.

3. Acquisition Amount

   Enter the acquisition amount.

Enter Disposition of Durable Assets

Select Schedules / Schedule F - Durable Assets from the menu. The following screen will appear.

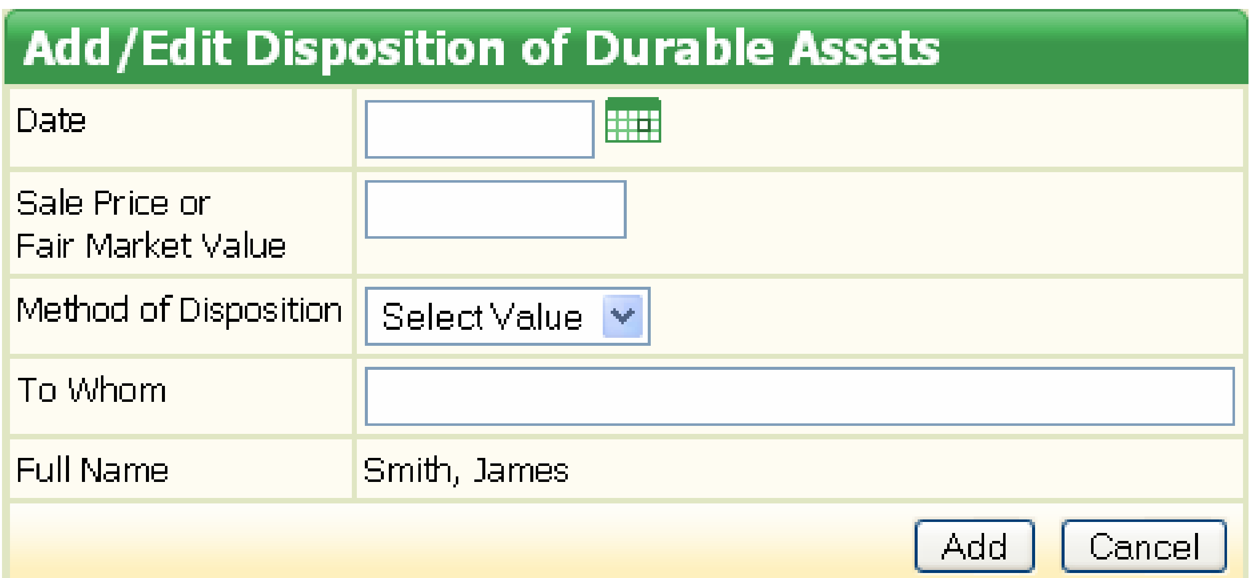

List of Durable Assets

Total Records: 1

DATE	FULL NAME	DESCRIPTION	ACQ COST	DISP METHOD	DISP PRICE	TO WHOM	LOCK	
11/09/2006	Smith, James	Computer Desk	$100.00					Add Disposition

Add New 1 of 1

Click the Add Disposition link for the durable asset you want to dispose. The following screen will appear. Click on the date link to edit the record.


Add/Edit Disposition of Durable Assets

Date	
Sale Price or Fair Market Value	
Method of Disposition	Select Value
To Whom	
Full Name	Smith, James

Add Cancel

Enter the following information:

1. Date

   Enter the date of the other receipt in mm/dd/yyyy format or expand the pull-down calendar and select the date.

2. Disposition Amount

   If the item is sold, enter the sale price. Otherwise, enter the fair market value of the item. A durable asset that is sold must also be reported as an other receipt on Schedule C.

3. Method of Disposition

   Expand the pull-down window by clicking on the down arrow and select the applicable option.

4. To Whom

   Enter the person or organization to whom the asset is sold or donated to.

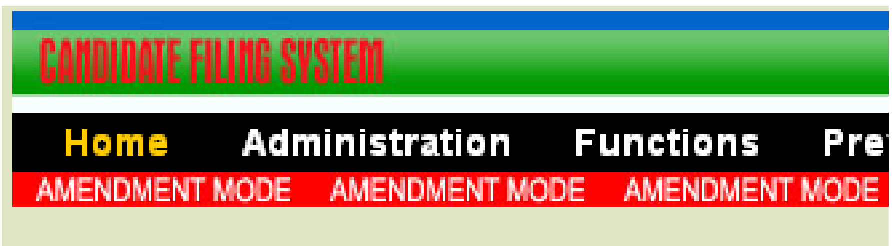
Amend Mode

A toggle button on the menu allows you to switch between normal and amend mode.

In Amend Mode you can:

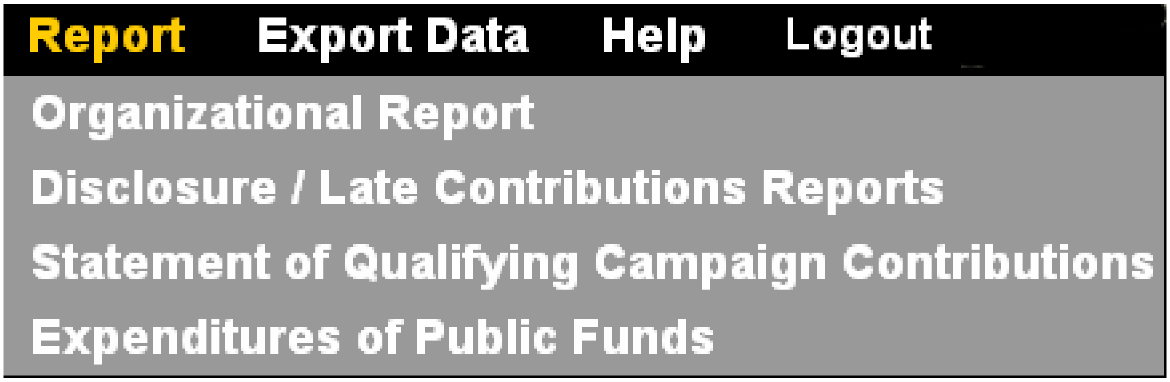
- Add, change, or delete any record regardless of whether the record had been filed.
- File amended reports.

To ensure that you are in the amendment mode a red bar displaying "**AMENDMENT MODE**" appears under the menu.



Click on the Amend Mode menu to switch back to normal mode and the red bar will disappear.

Report



You may preview the "Organizational Report" and check on the status of filings for "Disclosure/Late Contributions Reports", "Statement of Qualifying Campaign Contributions", and "Expenditures of Public Funds".

1. Organizational Report

   All fields in Form CC-1 Organizational Report

2. Disclosure / Late Contributions Report

   Contains the following fields:

   - Report Name
   - Report Period
   - Deadline Date
   - Filing Date
   - Amendment (Check box)

3. Statement of Qualifying Campaign Contributions

   Contains the following fields:

- Matching Payment Period (Primary or General)
- Filing Date

4. Expenditures of Public Funds
    - Matching Payment Period
    - Filing Date

Help

Clicking on ***Help*** will display this document in html format.

Logout

Clicking on ***Logout*** will end your session on the Candidate Filing System.